

# REPORT FOR: **CABINET**

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<b>Date of Meeting:</b>	20 June 2013
<b>Subject:</b>	Revised Calendar of Meetings 2013/14
<b>Key Decision:</b>	No
<b>Responsible Officer:</b>	Hugh Peart, Director of Legal and Governance Services
<b>Portfolio Holder:</b>	Councillor Thaya Idaikkadar, Leader of the Council
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	Yes
<b>Enclosures:</b>	Committee/Panels/Forums    Changes Summary - Appendix 1

## **Section 1 – Summary and Recommendations**

This report sets out proposals for the revision of the Council's Calendar of Meetings for the Municipal Year 2013/14 and beyond.

**Recommendations:**

Cabinet is requested to approve changes set out at Appendix 1.

**Reason: (For recommendation)**

The Calendar of Meetings is approved on an annual basis for the succeeding Municipal Year. The 2013/14 Calendar of Meetings was approved at the Cabinet meeting in January 2013. As a result of the savings earmarked in the budget it has proved necessary to reduce the number of meetings or delete certain bodies from the Calendar.

## **Section 2 – Report**

### **Introductory paragraph**

**2.1** The Calendar of Meetings provides the framework for the Council's democratic processes.

**2.2** At its meeting on 22 January 2013 Cabinet approved the Calendar of Meetings which was subject to review as a result of the savings earmarked in the budget.

**2.3** To contribute towards the savings, the Constitution Review Working Group discussed proposals to reduce on a permanent basis the number of meetings of the following bodies:

Grants – Reduced from 6 meetings to 3 meeting

Major Developments Panel - Reduced from 5 meetings to 3 meetings

Pension Fund Investments - Reduced from 5 meetings to 4 meetings

Licensing & General Purposes Committee - Reduced from 4 to 3 meetings

Member Development - Reduced from 4 to 3 meetings

Traffic and Road Safety - Reduced from 4 to 3 meetings

Standards Committee - Reduced from 4 meetings to 2 Meetings

**2.4** The Working Group also discussed proposals in relation to the following two bodies:

(a) The Local Development Framework Panel should only meet on an Ad HOC basis

(b) The Education Strategy Consultative Forum should be permanently deleted. The rationale for this is due to the increase in the number of schools that have and are

becoming academies, which changes the educational landscape in Harrow.

**2.5** The proposed reductions and deletions to the above meetings, and the revised dates as set out in the attached Summary have been agreed by the Corporate Director and relevant Portfolio Holder.

**2.6** In addition to the above, at this meeting on 14 February Cabinet approved the reduction in the number of meetings of the Employee Consultative Forum from 4 meetings to 2 per year and this change is also reflected in the document at Appendix 1.

### **Options considered**

None other than it was considered prudent to have a programme in place and to follow the pattern of meetings from previous years.

### **Legal Implications**

There are no legal or financial implications associated with this report.

### **Financial Implications**

The reduction in number of meetings will contribute towards the savings of £30k approved as part of the 2013-14 MTFS.

### **Performance Issues and Environmental Impact**

There are no performance implications or environmental impacts associated with this report.

### **Risk Management Implications**

To ensure that meetings are held so that a decision making process is in place.

### **Equalities implications**

The Calendar takes account of religious days and, where possible, no meetings are held on those days. All Members were previously consulted on their observance of religious festivals.

### **Corporate Priorities**

The publication of a transparent Calendar of Meetings in relation to decision making at committees will assist in meeting the Council's aspirations for "United and Involved Communities: A Council that listens and leads" by providing clear information on the opportunities for the public to attend and listen to debate and to participate through the avenues of Petitions, Public Questions and Deputations.

### **Section 3 - Statutory Officer Clearance**

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 29 April 2013		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 1 May 2013		

### **Section 4 – Performance Officer Clearance**

Name: David Harrington	<input checked="" type="checkbox"/>	on behalf of the Divisional Director Strategic Commissioning
Date: 30 April 2013		

### **Section 5 – Environmental Impact Officer Clearance**

Name: John Edwards	<input checked="" type="checkbox"/>	Divisional Director (Environmental Services)
Date: 1 May 2013		

### **Section 6 - Contact Details and Background Papers**

**Contact:** Elaine McEachron, Democratic & Electoral Services Manager.

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<b>Call-In Waived by the Chairman of Overview and Scrutiny Committee</b>
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**NOT APPLICABLE**

*[Call-in applies]*